**SETTLING IN POLICY FOR ALL NEW CHILDREN**

**Step 1**

Child plays with key person- parent is alongside. After a while, parent disengages from activity although is present.

**Step 2**

Child plays with key person with parent alongside. Then parent moves away slightly to pick something up e.g. magazine.

**Step 3**

Child plays with key person. Parent is alongside at first. But then parent strolls in and out of sight e.g. gets something from a cupboard

**Step 4**

Child plays with the key person – parent pops out of room to collect an object e.g. sticker for the child Parent confidently tells child that they are going to do this and then goes. 1 minute absence

**Step 5**

As step 4, but increase length of time that parent is out of the room to 20 minutes

Eventually, build this up to the child attending for a full session or day. As part of the settling-in period, some settings carry out home visits to get to know the child in a familiar and comfortable environment and to talk to the parent in a relaxed way.

The setting will be able to stay in contact with you during the time the child is left even if you’re just available to answer the phone for a few reassuring words, or receive a text message or photo message showing how your child is doing. If your child is distressed and is unable to be settled, you will be contacted.

The setting will create a familiar routine so that your child knows what to expect when they are dropped off at your setting.

During the settling-in period the setting will find out:

* Your child’s likes and dislikes
* Their usual routine, especially if they are welcoming a baby
* Whether they have attended childcare before, are attending any other childcare settings, or are used to being left with other people
* Their favourite activities, toys or books
* Whether the child has any additional needs, disabilities or developmental concerns that needs to be taken into account
* Who, apart from the parents, may be picking the child up from the setting.

Greeting and saying goodbye

During the settling-in period, say goodbye in a calm and brief manner, and tell your child when you’ll be back. Staff should confidently greet and say goodbye to babies and children too. Your child might like to keep a favourite toy or cuddly with them to begin with as a transitional object.

(PENNY TASSONI)